



U.S. Department of Justice

Federal Bureau of Investigation

OS REGISTRY

87-0638X

Washington, D.C. 20537

April 24, 1987

Letter to All Fingerprint Contributors

RE: FBI IDENTIFICATION DIVISION SERVICES

Dear Contributor:

I. USER-FEE FINGERPRINT CARD PROCESSING CHARGE TO REMAIN AT \$14

I am pleased to announce that the user fee for processing fingerprint cards submitted by banking institutions, the securities industry, the commodity futures trading industry, the Nuclear Regulatory Commission on behalf of nuclear power plants, and state and local employment and licensing authorities will remain at \$14 for the fiscal year beginning October 1, 1987. Maintaining the cost at \$14 is made possible primarily by the automation efforts of the Identification Division (ID). As we progress toward full automation, all fingerprint contributors can expect further improvement in our services.

State identification bureaus and other agencies that channel user-fee fingerprint cards to us and account for the fees on a monthly basis will continue to retain \$1 of the payment to help offset their handling costs. Fingerprint cards submitted from states which are not participating in the billing program must continue to have a cashier's check, money order, or certified check stapled to each fingerprint card. Any state desiring information about setting up a billing arrangement with the FBI can contact the User-Fee Unit of the ID at telephone number (202) 324-3322.

II. PHOTOGRAPHS OF ARRESTEES/INMATES

Multiple fingerprint cards and other documents in an identification record are now microfilmed after being processed. The original fingerprint cards and related papers are then destroyed. Because of this, photographs, whether submitted separately or attached to fingerprint cards, have less value and should no longer be forwarded to the ID. The photograph should be retained in the case file of the contributing agency and the "PHOTO AVAILABLE" block on the back of the FBI fingerprint card should be checked. Also, the contributor of the fingerprint card should ensure its case number or prisoner identification number is shown in the "OCA" block on the front of the fingerprint card. Since "OCA" numbers are printed on identification records, they can be quoted by other agencies requesting photographs to assist in locating the documents.



FINGERPRINT CONTRIBUTOR LETTER 87-1

Bicentennial of the United States Constitution (1787-1987)

FBI/DOJ

III. DISPOSITION REPORTS FROM CONFINEMENT/CORRECTIONAL FACILITIES

In order to be accepted for processing and to have the information entered on the prisoner's identification record, a criminal fingerprint card from a confinement/correctional facility must show a final disposition, e.g., "20 years"; "life sentence"; "one-to-ten years," etc. While serving a sentence, an individual may be transferred between prison facilities, be taken away temporarily to face other outstanding charges, or be transferred to state hospitals for medical treatment, etc. This administrative-type data is often forwarded on final disposition reports and is being placed on identification records. Because of a large backlog of final disposition reports showing convictions or dismissals, the ID has decided that administrative-type information reporting the movement of prisoners within the state or Federal prison system should no longer be placed on FBI identification records. Such information is usually available through the Federal Bureau of Prisons' SENTRY System or the respective state Department of Correction files. Your cooperation in not forwarding administrative/transfer information via final disposition reports is requested.

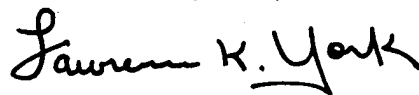
Since most prison facilities must verify the identity of prisoners they receive, we will continue to process criminal fingerprint cards reporting prison transfers as "return" submissions, i.e., the fingerprint card will be matched to the prisoner's record, and both the card and the identification record will be returned to the prison. However, the prison transfer information will no longer be recorded on the identification record.

IV. HELPFUL HINTS

- The agency shown in the "CONTRIBUTOR" block of the Criminal Fingerprint card automatically receives a reply after the card is processed, unless the "REPLY DESIRED" block on the back of the card is checked negatively. Therefore, the contributing agency should not show its name or Originating Agency Identifier Number in the "SEND COPY TO" block on the back of the card, as this delays processing.
- Do not place numbers, notations or staples in the "LEAVE BLANK" areas of fingerprint cards.
- Use the standard "FBI Applicant Fingerprint" card (FD-258 printed in blue ink) when fingerprinting an applicant for a job or license. The only exceptions involve the use of the Office of Personnel Management (OPM) card (SF 87 - Revised April 1984) and the Armed Forces card (DD 2280 - Revised January 1984).
- Fee for furnishing FBI identification records to subjects thereof is now \$14.

- For rapid service, the National Crime Information Center Interstate Identification Index (III) should be used for criminal justice record requests and name checks. Refer to Fingerprint Contributor Letter 84-1 for more specific details.
- Limit written name-check requests to those individuals born prior to January 1, 1956, and submit a separate page for each name to be checked. Use III for individuals born January 1, 1956, or later. Refer to prior hint.
- Criminal justice agencies are requested to respond promptly to our communications questioning arrest data that has been challenged by the subject of the identification record. Form 1-454 is used for this purpose, and the reverse side of the form is for your reply. If your response refers us to another agency for the final disposition, please furnish the complete mailing address for that agency, court, prosecutor, etc. Your prompt response may avoid protracted and costly litigation.
- Since the date of birth is generally not known, show the approximate age of an unknown deceased or amnesia victim on the "FBI Criminal Fingerprint" card (FD-249 printed in red ink).
- When listing "Government Employment" as an occupation on the back of the Criminal Fingerprint card, indicate the type, e.g., Federal, state or local/municipal.
- For routine corrections of your information on an identification record, do not request the return of the fingerprint card. A short letter identifying the record and item(s) to be corrected is all that is necessary.
- Forward final dispositions.

Sincerely yours,



Lawrence K. York
Assistant Director in Charge
Identification Division